



Natural Resources Conservation Service  
1201 NE Lloyd Blvd., Suite 900  
Portland, OR 97232

January 29, 2009

## OREGON BULLETIN NO. OR-300-2009-3

### **SUBJECT: ProTracts and Contract Authority Delegation for FY2009 Farm Bill Applications and Contracts**

**Purpose.** To provide immediate guidance relating to the obligation of FY2009 Farm Bill funds.

**Expiration Date.** September 30, 2009.

The purpose of this bulletin is to provide immediate information to NRCS Oregon offices to assist in the obligation of FY2009 Farm Bill funds. Specifically, this bulletin provides the following information to Oregon NRCS Field Offices:

Delegation of authority for specific functions relating to Farm Bill Contracts  
ProTracts Permissions Levels for NRCS Oregon Employees

NRCS Oregon Field Office Employees are divided into the following categories for ProTracts:

Basin Team Leaders – ProTracts Area Zone Managers  
Designated (District) Conservationists – ProTracts Designated Conservationist  
Pro-Pay Assistants and Support Clerical Staff – ProTracts Field Office Manager  
All Other Positions – ProTracts Field Level

The following State Conservationist authorities are delegated to the noted position(s). These delegations will remain in effect until revoked for a position or an individual. Delegations that cannot be re-delegated are so noted.

| Authority   | Authorized Position  |
|---|--|
| Promote applications to Approved status   | Designated Conservationist                                   |
| Obligate Funds (EQIP, WHIP)   | Basin Team Leader – May not be re-delegated to a lower level |
| Approve waiver to start a practice prior to contract approval   | Basin Team Leader  |
| Approve contract modifications (EQIP, WHIP)<br><b>NOTE:</b> Modifications greater than 20% of the contract amount <b>OR</b> greater than \$10,000 must be approved by Leader - Programs | Basin Team Leader  |
| Approve Payments  | Designated Conservationist                                   |
| Certify Practices   | Any field employee with appropriate job approval             |

|  | authority   |
|--|---|
| 2 <sup>nd</sup> Level Review of Obligations & Payments in FFIS | Pro-Pay Assistants <b>ONLY</b> –<br><b>May not be redelegated</b> |
| Sign Contract Review   | Field Office Level<br>Designated Conservationist                  |
| Approve Contract Review  | Designated Conservationist  |

The following authorities are delegated to the **Leader – Programs**:

Approve CSP Modifications (May not be redelegated)

Approve EQIP and WHIP modifications greater than 20% of contract value or greater than \$10,000

Approve contract cancellations/terminations

All authorities granted to Basin Team Leaders and Designated Conservationists

All authorities not listed above must be approved by the State Conservationist including but not limited to:

Waive requirement to commence a financially assisted practice in the first 12 months.

Full or partial waiver of cost recovery and/or liquidated damages.

//signed//

RONALD ALVARADO

State Conservationist

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins08-09.html>

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